

FOR OFFICE USE ONLY	
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COMPLETED	
ADOPTION CYCLE	

APPEAL REQUEST FORM

Instructions for submitting an appeal:

1. Appeals must be received within thirty days of publisher reports notification, meaning the publisher reports, generally sent out in May and in November.
2. Fill out this form and send it along with one copy of the materials you are requesting an appeal for. Please package in the same box and mail to Alan Griffin, using the following guidelines:
 - **If using the Post Office, mail to:**
 Alan Griffin
 Utah State Office of Education
 250 East 500 South
 PO Box 144200
 Salt Lake City, Utah 84114-4200
 - **If using a shipping service, such as FedEx or UPS, etc., mail to:**
 Alan Griffin
 Utah State Office of Education
 250 East 500 South
 Salt Lake City, Utah 84111
3. Appeals will be completed during the next Bid Cycle, either spring or fall, in which the subject of the material is being considered.
4. If you are requesting an appeal for a whole series, you must re-submit all grade levels in the series.

Publisher Name:	
SERIES NAME:	
STUDENT EDITION TITLE:	
GRADE LEVEL:	
ISBN:	

Full explanation of appeal

In the following table, please fully explain your reasons for appealing the review of your materials. If there is not enough room, please attach a letter of explanation.

I, _____, understand that the above materials will be put on appeal status, which
Official Signature
 entails, removing the material from the Recommended Instructional Materials Searchable Database (RIMS) until the material is re-examined and a recommendation is made by the Utah State Board of Education.

 Printed Name of Signee and position of authority.